

## PAMPHLETS AND HELPS

- ☐ 1. Pamphlets and Helps List
- ☐ 2. District Formation and Operation
- ☐ 2a. Formation Petition
- ☐ 4. Annexation Petition (unincorporated areas)
- ☐ 4a. Annexation Analysis (city into fire district)
- ☐ 5. Merger Petition
- ☐ 6. Mutual Aid Agreement
- ☐ 6a. Mutual First Response Agreement
- ☐ 7. Haz Mat Incident Command Agency Resolution
- ☐ 8. Fire Protection Benefit Charges
- ☐ 10. District Secretary Oath of Office (sample)
- ☐ 11. Hose Test Cards
- ☐ 12. Surplus Property Resolution
- ☐ 13. Joint Organization & Operation FPD Resolution
- ☐ 14. Snure Seminars Publications Order Form
- ☐ 15. Vol Firefighters Reimbursement Resolution
- ☐ 18. Firefighters Wage Assignment Form
- ☐ 19. Compensation Waiver Form—Commissioners
- ☐ 20. Fire District Resident/Sleeper Program
- ☐ 21. Inventory of Equipment Sheets
- ☐ 22. Distribution of Expenditure Sheets
- ☐ 23. Access to Public Records and Resolution
- ☐ 24. Expense Account Sheets
- ☐ 25. Fire Hydrant Record Cards
- ☐ 27. Per Diem Resolution
- ☐ 28. Volunteer FF Retirement Payment Resolution
- ☐ 30. Excess Levy Resolution
- ☐ 30a. Special Levy Resolution
- ☐ 31. WFCA Constitution & Bylaws
- ☐ 32. Fire Department Daily Log
- ☐ 33. Fire Dept Equipment Maintenance Sheets
- ☐ 34. Supplementary Budget Resolution
- ☐ 35. Sample Firefighters Association Bylaws
- ☐ 36. Commissioner Serve as Firefighter Resolution
- ☐ 38. Small Public Works Roster Packet
- ☐ 39. School Fire Drills
- ☐ 40. Petty Cash Resolution
- ☐ 41. Pumper Service Test Cards
- ☐ 42. Adopt Procedure for Purchase Quotation Resolution
- ☐ 43. Vendors List Procedures for Quotation Resolution
- ☐ 46. Apparatus Check “On Return to Station”
- ☐ 47. Mechanic’s Daily Report
- ☐ 48. Injury Report
- ☐ 49. Drill Report—Fire Department
- ☐ 51. Burning Permit Pad
- ☐ 52. Burning Permit Resolution
- ☐ 53. Model Whistleblower Policy
- ☐ 55. Voucher Pad
- ☐ 56. Blanket Voucher Approval Pad
- ☐ 57. Auditing Officer Appointment Resolution
- ☐ 58. “For Official Use Only” decals
- ☐ 59. General Obligation Bond Authorization Resolution & General Obligation Ballot (sample)
- ☐ 61. Contracts for Service—State Facilities

- ☐ 63. Comm Waiver/Reduction of Remuneration Form
- ☐ 66. Job Descriptions (suggested)
- ☐ 67. 101% Lid Lift Packet
- ☐ 68. Resolutions Required Under RCW 52
- ☐ 69. Sample Contracts—Chief, Secretary
- ☐ 71. Emergency Medical Services/6 or 10 Year Levy
- ☐ 71a. Emergency Medical Services/Permanent Levy
- ☐ 73. Issuance of Fire District Equipment
- ☐ 74. Fire Hall Rental Agreement Resolution
- ☐ 76. Sample Non-Smoking Agreement
- ☐ 77. Benefits of Membership in WFCA
- ☐ 78. Employer Taxes/Benefits Information
- ☐ 80. Advance Travel Expense—Revolving Fund Resolution

## INTERNET RESOURCES

The following are resources available on the Internet. If you do not have Internet service or need assistance, please contact the WFCA office at 1.800.491.9322.

### STATE

#### Financial Management (Office of)—

- For *Travel Reimbursement Rates* visit [www.ofm.wa.gov/policy/bwmap.pdf](http://www.ofm.wa.gov/policy/bwmap.pdf)

#### Public Disclosure Commission—

- For *Forms* visit [www.pdc.wa.gov/filerassistance/](http://www.pdc.wa.gov/filerassistance/)
- For *Use of Public Facilities Information* visit [www.pdc.wa.gov/guide/interpretations/](http://www.pdc.wa.gov/guide/interpretations/)

#### Secretary of State—

- For *Non-Profit Volunteer Organization Set-up* visit [www.secstate.wa.gov/corps/registration\\_forms.aspx](http://www.secstate.wa.gov/corps/registration_forms.aspx)
- For *Records Retention Schedule* visit [www.secstate.wa.gov/archives/gs.aspx](http://www.secstate.wa.gov/archives/gs.aspx) (Local Government General Records Retention Schedule)

#### State Patrol—

- For *Criminal History Check Information* visit [www.wsp.wa.gov/crime/crimhist.htm](http://www.wsp.wa.gov/crime/crimhist.htm)

### FEDERAL

#### Dept. of Justice (Bureau of Justice Assistance)—

- For *Public Safety Officers’ Benefits Program* visit [www.ojp.usdoj.gov/BJA/grant/psob/psob\\_main.html](http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html)

### ASSOCIATIONS

#### Washington State Association of Fire Chiefs—

- For *Vehicle/Equipment Hourly Fee Schedule* visit [www.wsafc.org/FeeSchd04equipment.pdf](http://www.wsafc.org/FeeSchd04equipment.pdf)

### MISCELLANEOUS

#### Boy Scouts of America—

- For *Fire Service Explorer Program* visit [www.learning-for-life.org/exploring/fire/](http://www.learning-for-life.org/exploring/fire/)